

RESOLUTION NO.: 102—2017-18

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The County Executive has requested the following position, and the same has been
2 included in the 2018 COUNTY EXECUTIVE BUDGET:

Create: (2) Full-time Patrol Officer

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources

7 Committee recommend adoption of the following resolution.

8 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith
9 authorize and approve of amending the TABLE OF ORGANIZATION FOR THE SHERIFF'S
10 DEPARTMENT, COST CENTER, 1008007, by creating (2) full-time Patrol Officer positions effective
11 January 1, 2018, as described in the attached which by reference are made a part hereof, and

12 BE IT FURTHER RESOLVED, that the aforementioned budget is hereby confirmed to include
13 the new position(s) and the attendant budget expenditures and revenues as are detailed in the attached,
14 and

15 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
16 of this resolution to the Outagamie County Sheriff and the Outagamie County Human Resources
17 Department.

18 Dated this ____ day of November 2017

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES COMMITTEE

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4 Travis Thyssen

Cathy Spears

4 Travis Thyssen
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Shane Griesbach

Patrick Meyer

9 Shane Griesbach
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Patrick Meyer

14 John Foss

17 Duly and officially adopted by the County Board on: _____

20 Signed: _____
21 Board Chairperson

County Clerk

23 Approved: _____

Vetoed: _____

25
26 Signed: _____
27 County Executive



Organizational Change Request

Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary

This form contains four separate parts. Title Changes require only Part I and Part II to be completed. Forms should be thoroughly completed and submitted to the Human Resources Director. If you have questions when completing this form, please contact the Human Resources Director at 832-1670 or lisa.lux@outagamie.org.

PART I: GENERAL INFORMATION:

Change(s) being Requested: Add New Position to TO

Effective Date of Change: 1/1/2018

Department: Sheriff

Department Head: Bradley Gehring

Cost Center: 1008007

Employee Group: Deputy Sheriff's Association

Justification for Change:

(Include: key benefits of adding position, impact of not adding position, amount of overtime currently being worked, backlog situation, etc... Avoid generalities and provide specific data points.)

The Sheriff's Department has entered into a contract with the Village of Combined Locks and the Town of Buchanan for police services. This position request will add two full-time sunset deputy positions to the table of organization.

Other Alternatives Considered:

| | | |
|--|--|---|
| <input type="checkbox"/> Temporary Help | <input type="checkbox"/> Part-Time vs. Full-Time | <input type="checkbox"/> Help from other depts. |
| <input type="checkbox"/> Use of Overtime | <input type="checkbox"/> Process Improvements | |

Fiscal Impact of Change:

| | | |
|----------------|---|--|
| X Cost Neutral | <input type="checkbox"/> Cost Reduction | <input type="checkbox"/> Cost Increase |
|----------------|---|--|

FTE Headcount Impact of Change*:

| | | |
|--|--|----------------------|
| <input type="checkbox"/> Headcount Neutral | <input type="checkbox"/> Headcount Reduction | X Headcount Increase |
|--|--|----------------------|

*(*note: any change in FTE count or substantial fiscal impact requires approval by Committee of Jurisdiction, Finance Committee, Leg/Audit/HR Committee, and Board of Supervisors.)*



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PART II: CHANGE DETAILS - Complete the appropriate section below for the type of change being requested.

POSITION ADDITION (i.e. addition of entirely new position or one or more of the existing position)

Position Title: Patrol Officer

Type of Addition: Add completely new position Add to existing position in TO

How many? 2

Position is: Full Time: Part Time:

Additional Communications/Approval Required:

- Provide updated Job Description to HR
- Comprehensive Position Questionnaire and Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- Inform Committee of Jurisdiction
- Approval from Leg/Audit/HR Committee
- Board of Supervisors Approval

PART III: CURRENT AND FUTURE ORG VISUAL

Attach a copy of your current Table of Organization and proposed Table of Organization for any change(s) indicated in this document.

PART IV: FINANCIAL DATA - List the total expenditures, revenues and savings pertaining to this request.

ANNUAL CURRENT EXPENDITURES **ANNUAL PROPOSED EXPENDITURES**

| | | | |
|-----------------|-------------------------|-----------------|---------------------------------|
| Salary | \$ <input type="text"/> | Salary | \$ <input type="text"/> 116,895 |
| Fringe Benefits | \$ <input type="text"/> | Fringe Benefits | \$ <input type="text"/> 51,200 |
| Travel/Training | \$ <input type="text"/> | Travel/Training | \$ <input type="text"/> |
| Supplies | \$ <input type="text"/> | Supplies | \$ <input type="text"/> |
| Purchased | \$ <input type="text"/> | Purchased | \$ <input type="text"/> |
| Capital Outlay | \$ <input type="text"/> | Capital Outlay | \$ <input type="text"/> |
| TOTAL | \$ <input type="text"/> | TOTAL | \$ <input type="text"/> 168,095 |

REVENUES

Description:

| | |
|--------------------------------------|---------------------------------|
| Revenue from Combined Locks Contract | \$ <input type="text"/> 168,095 |
| | \$ <input type="text"/> |
| TOTAL | \$ <input type="text"/> 0 |



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COST SAVINGS

Description:

| | | |
|--|----|--|
| | \$ | |
| | \$ | |

TOTAL

\$

* If you are requesting a position that will only be funded initially for a part of a year, please complete the Annual Salary and Annual Fringe Benefits Cost using the annual cost based on the start date of the change.

NOTE: If any changes are made in the above budget, please contact Human Resources Department, Lisa Lux, ext. 1670, **and** Financial Services, Brian Massey, ext. 1675 or Julie Beauchamp, ext. 1674. It is extremely important that the information contained here match the figures shown in the budget.

| | | |
|-------------------|--------------------------|---|
| Reviewed By: | Mike Jobe | Date: 9/14/2017 |
| Department Head: | <input type="checkbox"/> | Date: Click here to enter a date. |
| HR Director: | Lisa Lux | Date: 9/14/2017 |
| County Executive: | <input type="checkbox"/> | Date: Click here to enter a date. |

REQUEST:

Approved Denied

Resolution Number: [Click here to enter text.](#)

10/4/2017

Outagamie County - Class Specification Bulletin

| | | |
|--|--|-----------------------|
|  Outagamie County Est. 1851 | Patrol Officer Bargaining Unit: Deputy Sheriff's Association | Class Code: 2240-1 |
| OUTAGAMIE COUNTY Established Date: Apr 5, 2017 Revision Date: Apr 5, 2017 | SALARY RANGE \$23.29 - \$29.84 Hourly | |
| POSITION PURPOSE: <p>Under general supervision of the Patrol Staff Sergeant, the Patrol Officer patrols assigned area on foot or in patrol car to control traffic, prevent crime or disturbance of peace, and arrest violators.</p> | | |
| KEY RESPONSIBILITIES: <p>The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.</p> <ul style="list-style-type: none">• Responds to and conducts initial felony, misdemeanor, accident and ordinance investigations, interrogating people, issuing citations and warnings, collecting evidence and making arrests when appropriate.• Patrols assigned area, familiarizing self with residents, establishments, and standard activities and responding as appropriate.• Conducts traffic control for special events and accidents, towing vehicles when appropriate.• Disperses and addresses public concern at public gatherings.• Prepares detailed reports of arrests and investigations according to department policy.• Appears as witness in court, providing clear and accurate testimony.• Transports prisoners, serves civil process, and provides safety escorts on public roadways during movement of large objects as required.• Delivers and serves warrants on individuals, transporting persons to court or jail, as directed by warrant.• Responds to emergency situations and major disasters. Provides search and rescue operations as needed.• Maintains regular and predictable attendance, works overtime as required. | | |
| EDUCATION/CERTIFICATIONS/EXPERIENCE REQUIREMENTS: <ul style="list-style-type: none">• Graduate from high school or G.E.D.• 60 post high school credits.• Experience in law enforcement desired.• OR any combination of education and experience that provides equivalent knowledge, skills, and abilities.• Valid Wisconsin's driver's license required. | | |

10/4/2017

Outagamie County - Class Specification Bulletin

REQUIRED OR PREFERRED SKILLS:

- Ability to explain and enforce federal, state, and county laws, ordinances, and regulations. Must comply with appropriate safety regulations.
- Knowledge of county roads, highways, locations, residences, buildings, etc.
- Ability to meet department standards of physical condition.
- Ability to demonstrate leadership in wide variety of public crises and maintain good composure and exercise good judgment, especially in emergency situations. Must maintain confidentiality.
- Ability to maintain accurate and complete records and prepare clear and comprehensive reports.
- Ability to remember facts and details accurately and to testify clearly and accurately in court.
- Must demonstrate skill in the use of patrol vehicles and police equipment such as firearms.
- Establish and maintain effective working relations with co-workers, county officials, municipal police departments, general public, etc.
- Budget time and schedule work to efficiently complete tasks.
- Ability to effectively use tact and diplomacy with co-workers, general public, etc.

OTHER REQUIREMENTS:

Ability to run, walk, stoop, climb, bend, stretch; push, pull, and lift up to 50 pounds, understanding and utilizing proper body mechanics.

